

Section VII: Program 5000: Culture & Recreation

This section includes detailed information about the FY 2016 Operating Budget & Financing Plan for Culture & Recreation services. It includes:

- 5100 Cary Memorial Library VII-2
- 5200 Recreation and Community Programs VII-6

5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, Massachusetts

Mission: The Cary Memorial Library's mission is to ignite curiosity, engage minds, and connect our community.

Budget Overview: Cary Memorial Library is comprised of three divisions: General and Technical Services, Adult Services, and Youth Services.

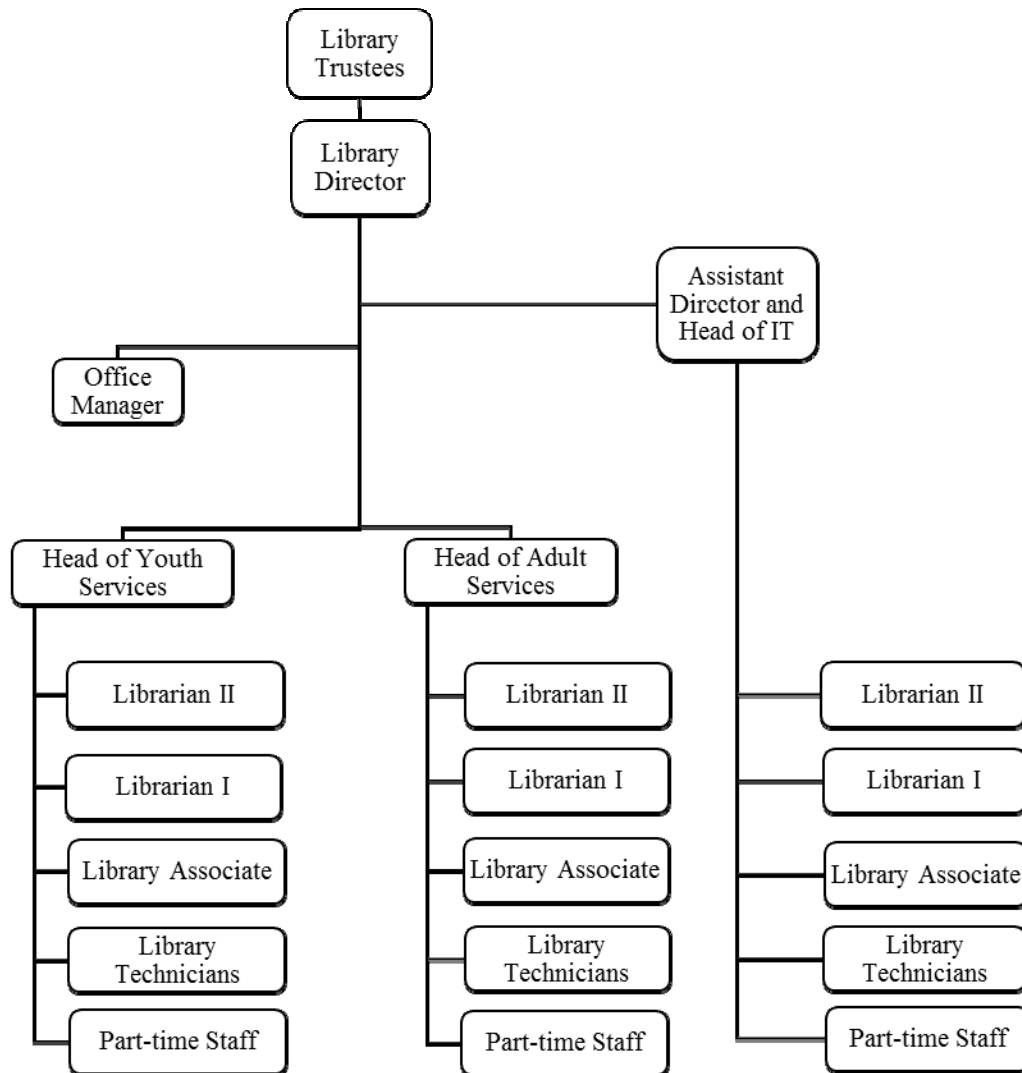
- General and Technical Services includes the administrative staff as well as the supply, equipment, and network membership costs.
- Adult Services includes all adult library, technology, and bibliographic services staff as well as adult, teen, and audiovisual materials.
- Youth Services includes all children's library staff and also includes library materials for children.

Departmental Initiatives:

1. Books and Information: To build and maintain a collection to reflect community needs and expectations, to include varying points of view, and to respond to changing interests and demographics. To keep abreast of an ever-evolving variety of materials and to provide the content users want in the format they prefer.
2. People and Connections: To foster connections by helping users find exactly what they need and by putting them in touch with the intellectual and creative resources of the community. Library staff provides personal service both in the library and online.
3. Ideas and Inspiration: To be more than a place where books are stored. To be a place where ideas are created, discovered, and shared. Recognize that users are inspired by more than words on a page - users find value in music, art, multimedia, and all forms of expression. To provide a venue to find and explore content, and also to create and share it.
4. Technology and Innovation: The world is changing and the ways in which users experience books, gather information, and create content will continue to evolve. The Library will help users navigate these changes, explore new formats, and experiment with innovative devices in an environment where both experts and novices are welcome.
5. Generations and Cultures: The Library's collections, services, and programs reflect the broad and deep interests of the community. The staff will strive to be responsive to user's needs across generations and cultures.
6. Individual and Community: To be a vibrant, bustling facility located in the heart of Lexington. To provide a quiet space to read, write, and think as well as space to talk, laugh, and learn together.

5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing:

	FY 2013 Budget	FY 2014 Budget	FY2015 Budget	FY2016 Recommended
Library Director	1	1	1	1
Assistant Director/Head of Technology	1	1	1	1
Office Manager	1	1	1	1
Head of Technical Services		0		
Head of Adult Services	1	1	1	1
Head of Technology	1	1	1	0
Head of Youth Services	1	1	1	1
Circulation Supervisor	1	1	1	1
Librarians	9	9	9	10
Library Associates	2	2	2	2
Library Technicians	14.6	14.6	14.6	14.6
Adult Pages	1.3	1.3	1.3	1.3
Student Pages	0.6	0.6	0.6	0.6
Total FTE	34.5	34.5	34.5	34.5
Total FT/PT	26FT/22PT	26FT/22PT	26FT/22PT	26FT/22PT

5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2016 recommended General Fund Library budget is \$2,374,295. The recommended budget is a \$155,216, or 6.99% increase over the restated FY2015 budget. The budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The General Fund operating budget for Compensation is \$1,988,683, and reflects a \$41,072, or 2.11% increase, which is attributable to the cost of prospective contractually obligate step increases. FY16 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$385,499 and reflects a \$114,144, or 42.06% increase, which is primarily driven by a recommended program improvement request of \$94,145 for supplies and materials. To retain certification by the Massachusetts Board of Library Commissioners, the Library must expend 13 percent of its annual municipal appropriation on materials. The Town's appropriation, however, has been less than one-half of this required amount, with the balance coming from the Library Foundation and Friends of the Library. This program improvement, therefore, will substantially close the funding gap.

Program Improvement Requests:

	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Operational Costs Adjustment	\$ 124,145	\$ -	\$ 124,145	\$ 94,145	\$ -	\$ 94,145	\$ 30,000

5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 2,015,196	\$ 2,144,832	\$ 2,219,079	\$ 2,374,295	\$ 155,216	6.99%
Total 5100 Library	\$ 2,015,196	\$ 2,144,832	\$ 2,219,079	\$ 2,374,295	\$ 155,216	6.99%

Appropriation Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,764,557	\$ 1,887,828	\$ 1,947,724	\$ 1,988,796	\$ 41,072	2.11%
Expenses	\$ 250,639	\$ 257,004	\$ 271,355	\$ 385,499	\$ 114,144	42.06%
Total 5100 Library	\$ 2,015,196	\$ 2,144,832	\$ 2,219,079	\$ 2,374,295	\$ 155,216	6.99%

Program Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 5110 General & Technical Services	\$ 369,498	\$ 394,997	\$ 405,829	\$ 428,974	\$ 23,145	5.70%
Total 5120 Adult Library	\$ 1,273,377	\$ 1,358,525	\$ 1,373,228	\$ 1,481,631	\$ 108,404	7.89%
Total 5130 Children's Library	\$ 372,321	\$ 391,310	\$ 440,023	\$ 463,689	\$ 23,667	5.38%
Total 5100 Library	\$ 2,015,196	\$ 2,144,832	\$ 2,219,079	\$ 2,374,295	\$ 155,216	6.99%

Object Code Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,723,730	\$ 1,844,910	\$ 1,904,724	\$ 1,945,796	\$ 41,072	2.16%
Overtime (Sunday Premium)	\$ 40,827	\$ 42,918	\$ 43,000	\$ 43,000	\$ -	0.00%
Personal Services	\$ 1,764,557	\$ 1,887,828	\$ 1,947,724	\$ 1,988,796	\$ 41,072	2.11%
Contractual Services	\$ 75,937	\$ 79,529	\$ 82,500	\$ 91,031	\$ 8,531	10.34%
Utilities	\$ 10,912	\$ 9,801	\$ 11,000	\$ 12,200	\$ 1,200	10.91%
Supplies	\$ 132,975	\$ 135,363	\$ 145,855	\$ 246,268	\$ 100,413	68.84%
Small Capital	\$ 30,815	\$ 32,310	\$ 32,000	\$ 36,000	\$ 4,000	12.50%
Expenses	\$ 250,639	\$ 257,004	\$ 271,355	\$ 385,499	\$ 114,144	42.06%
Total 5100 Library	\$ 2,015,196	\$ 2,144,832	\$ 2,219,079	\$ 2,374,295	\$ 155,216	6.99%

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5200 Recreation & Community Programs*Town of Lexington, Massachusetts*

Mission: The Department of Recreation and Community Programs strives to provide affordable, quality programs meeting the needs of the community. The Department is committed to providing active and passive leisure opportunities that are educational, fun and life-enriching. The Department promotes participation by all Lexington residents in safe, accessible and well-maintained facilities.

Budget Overview: In 1991, the Recreation Department began to operate as an Enterprise Fund whereby program and facility fees cover the cost of operations. As such, the operating budget may increase or decrease year to year to meet changes in enrollment and facility use demands. In 2015, the Recreation Department was reorganized and renamed the Department of Recreation and Community Programs. The Director of Recreation and Community Programs, through the Recreation Committee, will continue to set fees with the approval of the Board of Selectmen. The operating budget supports staff who manage and deliver programs along with the supplies needed to operate those programs. The FY2016 budget request will include 3.5 FTE, new positions, supported by the General Fund, for the Lexington Community Center with the balance supported by the Recreation Enterprise Fund.

Revenue generated through the Recreation Enterprise and Community Programs (Recreation, Pine Meadows Golf Club and Lexington Community Center) also helps fund Capital Improvement Projects and financially supports other Town services through indirect transfers. In FY2016, the Department is contributing \$238,272 to cover the cost of employee benefits and indirect services provided to the Department of Recreation and Community Programs by other town departments for the Recreation Division and the Pine Meadows Golf Course Division. The Fund also contributes \$100,000 towards the debt payment for Lincoln Park.

The Department offers a wide variety of leisure, socialization and recreational opportunities for individuals of all ages and abilities. Recreation and leisure programs that were once facilitated by the Human Services Department will now be offered by this new department. General program areas include: summer youth clinics, camps and classes, tennis, aquatics, youth, adult & "Forever Young" programs, leagues and special events. Staff plan, schedule and coordinate programs, activities and special events using facilities such as: Lexington Community Center, schools, Cary Hall, neighborhood parks & playgrounds, tennis and basketball courts, playing fields, the Irving H. Mabee Pool Complex, the Old Reservoir, Pine Meadows Golf Club, the Jack Eddison Memorial Bikeway, Teresa & Roberta Lee Fitness-Nature Path and other hiking/nature trails.

Departmental Initiatives:

1. Continue the Implementation of the Recreation Strategic Plan
2. Manage Active Recreation Construction Projects: projects pending approval for FY 2016 funding; Phase III of the Center Playfields Drainage Project; Clarke Middle School multi-

5200 Recreation & Community Programs

Town of Lexington, Massachusetts

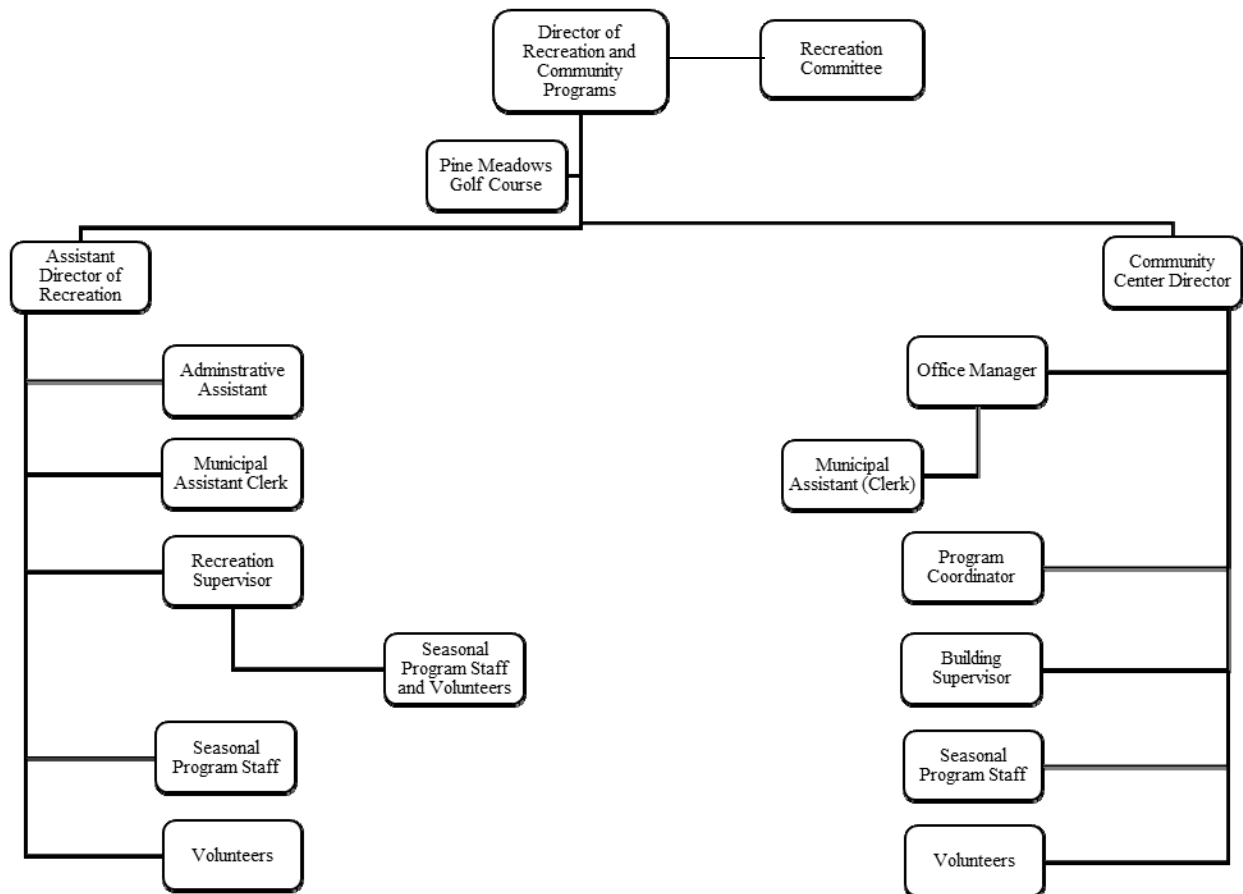
purpose field renovation; Lincoln Park Field #1 and Field #2 synthetic turf replacement; Sutherland Park athletic field renovation; Gallagher and Clarke Tennis Court resurfacing; Garfield Park playground replacement.

3. Collaborate with the Human Services Department to transition existing programs, functions, and activities to the new Lexington Community Center. Engage the residents to enhance and expand community programs.

4. Assist in updating the Open Space and Recreation Master Plan.

5. Review and update internal controls, action plans and written policies.

Note: Pine Meadows staffing is provided via a contractual service. Oversight provided by the Director of Recreation and Community Programs.



5200 Recreation & Community Programs

Program: Culture & Recreation

Town of Lexington, Massachusetts

Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Request
Director of Recreation and Community Programs	0	0	0	1
Director of Recreation	1	1	1	0
Assistant Director	1	1	1	1
Municipal Clerk	1.34	1.34	1.34	1.34
Administrative Assistant	1	1	1	1
Recreation Supervisor	1	1	1	1
Seasonal (Part Time)	175+/-	175+/-	175+/-	175+/-
Total FTE	5.34 FTE + Seasonal	5.34 FTE + Seasonal	5.34 FTE + Seasonal	5.34 FTE + Seasonal

Total	5FT/1PT + Seasonal	5FT/1PT + Seasonal	5FT/1PT + Seasonal	5FT/1PT + Seasonal
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Program: 5000 Culture & Recreation

Subprogram: 5230 Community Center

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Request
Community Center Director	0	0	0	1
Office Manager	0	0	0	1
Municipal Clerk	0	0	0	1.5
Program Coordinator	0	0	0	1
Evening/Weekend Bld Supervisor	0	0	0	1
Seasonal (Part Time)	0	0	0	50+/-
Total FTE	0	0	0	5.5 FTE + Seasonal

Total	0	0	0	5FT/1PT + Seasonal
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5200 Recreation & Community Programs**Budget Recommendations:**

The FY2016 recommended budget for the Department of Recreation and Community Programs - comprised of Pine Meadows Golf Course operation, and Recreation and Community Center programming - is \$2,840,103. The recommended budget is a \$758,387, or 36.43% increase over the FY2015 budget and is driven primarily by the addition of funding for the operation and programming of the Lexington Community Center which is scheduled to open the end of May, 2015. It should be noted that historically the Recreation Department operating budget has been supported solely from program fees. In FY16, with the addition of the operation and programming of the Community Center, it is proposed that the tax levy contribute approximately \$217,000 in funding for the Department budget.

The Community Center budget will support staff that plan, schedule, coordinate, manage, supervise and deliver community programs along with the supplies needed to operate these programs. The Community Center will provide drop-in program space and offer leisure opportunities to promote social, emotional, cognitive well-being and wellness for residents of all ages and abilities. It will provide residents a wide variety of programs that will be fun, educational and life-enriching. The customer service counter at the Center will provide support for the Community Center, the Human Services Department and the Recreation Division, allowing for one-stop shopping for services and programs. Pending the approval of the budget, an expansion of hours and programs is scheduled to begin after Labor Day.

The recommended budget for Compensation is \$1,127,630, and reflects a \$415,833, or 58.42% increase which is primarily driven by the addition of \$383,073 of staff costs for the operation of the Community Center. Other increases in Compensation are driven by the cost of prospective step increases, prospective cost-of-living adjustments and an increase in compensation for the Department Director to reflect additional responsibility in overseeing the operations of the Community Center.

The recommended budget for Expenses is \$1,374,201 and reflects a \$337,882, or 32.6% increase which is primarily driven by the addition of \$268,950 of costs for the operation of the Community Center and a net increase of \$66,462 due to adjustments of multiple Recreation division budget line items, with the most notable being a \$24,000 increase in the line item for vehicles for the scheduled replacement of a departmental vehicle.

The recommended budget for Expenses for the operation of the Pine Meadows Golf Course of \$538,745 reflects a net increase of \$2,470, or 0.46% due to adjustments of multiple budget line items with the most notable being a \$3,000 increase in the annual cost of the contract for the management of the golf course.

There is an increase of \$4,672, or 2.0% in indirect payments to the General Fund to support those costs incurred in the general fund that support the Recreation Enterprise Fund.

5200 Recreation & Community Programs*Town of Lexington, Massachusetts***Budget Summary**

Funding Sources	FY 2013 Actual	FY2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ -	\$ 216,836	\$ 216,836	-
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	-	-
Retained Earnings	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ -	-
Recreation User Charges	\$ 1,158,934	\$ 1,248,286	\$ 884,816	\$ 1,009,079	\$ 124,263	14.04%
Community Center User Charges	\$ -	\$ -	\$ -	\$ 435,187	\$ 435,187	-
Golf User Charges	\$ 741,216	\$ 782,688	\$ 816,800	\$ 800,000	\$ (16,800)	-2.06%
Bond Premiums & Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Investment Income	\$ 4,391	\$ 3,898	\$ 5,100	\$ 4,000	\$ (1,100)	-21.57%
Total 5200 Recreation	\$ 2,279,540	\$ 2,409,872	\$ 2,081,716	\$ 2,840,103	\$ 758,387	36.43%

Appropriation Summary	FY 2013 Actual	FY2014 Actual	FY2015 Adjusted	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 620,845	\$ 648,607	\$ 711,797	\$ 1,127,630	\$ 415,833	58.42%
Expenses	\$ 907,366	\$ 963,274	\$ 1,036,319	\$ 1,374,201	\$ 337,882	32.60%
Debt Service	\$ 130,600	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00%
Indirect Costs (Trans. to Gen. Fund)	\$ 223,600	\$ 228,600	\$ 233,600	\$ 238,272	\$ 4,672	2.00%
Total 5200 Recreation	\$ 1,882,411	\$ 1,940,481	\$ 2,081,716	\$ 2,840,103	\$ 758,387	36.43%

Program Summary	FY 2013 Actual	FY2014 Actual	FY2015 Adjusted	FY2016 Recommended	Dollar Increase	Percent Increase
Total 5210 Recreation	\$ 1,175,143	\$ 1,221,115	\$ 1,311,841	\$ 1,411,062	\$ 99,221	7.56%
Total 5220 Pine Meadows	\$ 483,668	\$ 490,766	\$ 536,275	\$ 538,745	\$ 2,470	0.46%
Total 5230 Community Center	\$ -	\$ -	\$ -	\$ 652,023	\$ 652,023	-
Indirect Costs	\$ 223,600	\$ 228,600	\$ 233,600	\$ 238,272	\$ 4,672	2.00%
Total 5200 Recreation	\$ 1,882,411	\$ 1,940,481	\$ 2,081,716	\$ 2,840,103	\$ 758,387	36.43%

Object Code Summary	FY 2013 Actual	FY2014 Actual	FY2015 Adjusted	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 620,845	\$ 648,607	\$ 711,797	\$ 1,127,630	\$ 415,833	58.42%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personal Services	\$ 620,845	\$ 648,607	\$ 711,797	\$ 1,127,630	\$ 415,833	58.42%
Contractual Services	\$ 795,204	\$ 836,079	\$ 871,279	\$ 1,146,891	\$ 275,612	31.63%
Utilities	\$ 48,849	\$ 52,183	\$ 72,225	\$ 62,845	\$ (9,380)	-12.99%
Supplies	\$ 59,216	\$ 73,772	\$ 85,465	\$ 130,165	\$ 44,700	52.30%
Small Capital	\$ 4,097	\$ 1,240	\$ 7,350	\$ 34,300	\$ 26,950	366.67%
Expenses	\$ 907,366	\$ 963,274	\$ 1,036,319	\$ 1,374,201	\$ 337,882	32.60%
Debt	\$ 130,600	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00%
Indirect	\$ 223,600	\$ 228,600	\$ 233,600	\$ 238,272	\$ 4,672	2.00%
Total 5200 Recreation	\$ 1,882,411	\$ 1,940,481	\$ 2,081,716	\$ 2,840,103	\$ 758,387	36.43%

5200 Recreation & Community Programs

Town of Lexington, Massachusetts

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
None Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -